

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 31-102**

6 OCTOBER 2011

Security



**USE, CONTROL, AND PROTECTION OF
HARMON HALL (BUILDING 2304)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*, 7 July 2007, by establishing procedures for using and protecting Harmon Hall (Building 2304). It includes rules for normal operation, disaster preparedness, and elevated security postures. United States Air Force Academy (USAFA) Plan 31-1, *Integrated Defense Plan*, 14 June 2010, and USAFA Comprehensive Emergency Management Plan 10-2, 22 September 2010 remain authoritative guidance. This instruction applies to all personnel working in or having access to Harmon Hall. This instruction does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. Refer recommended changes and conflicts between this and other publications to HQ USAFA/DSE, 2304 Cadet Dr, Suite 3300 USAF Academy CO 80840, on Air Force (AF) Form 847, *Recommendation for Change of Publication*. Command Section Information Management (HQ USAFA/DSE) will coordinate with the appointed facility manager to review this instruction to provide status on the two-year review. When updates are necessary to this instruction, the appointed facility manager will be responsible for revising the publication. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the AF Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This revision changes the organizational primary and alternate facility manager responsibilities from fiscal years to calendar years. The primary and alternate rally points were changed to

primary: Vandenberg Hall and alternate: the McDermott Library. The method of evacuation from Harmon Hall was streamlined. The need for an organizational facility manager was eliminated. Finally, shelter-in-place procedures were further defined. Other revisions involved rewording of the previous version with no major changes to the processes.

1. Responsibilities. Primary and alternate facility managers direct the control and security of Harmon Hall. The Directorate of Plans, Policy & Assessments (USAF/A5/8/9) will assume responsibility as both the primary and alternate. If the primary or alternate changes, the United States Air Force Academy Vice Superintendent (HQ USAFA/CV) will appoint a new one. Facility managers will conduct duties relating to control and security of Harmon Hall. They will also serve as the conduit to report and monitor maintenance requests submitted to the 10th Civil Engineer Squadron (10 CES).

2. Normal Operations.

2.1. Access to Harmon Hall. Employee access to Harmon Hall is controlled by three electronic locks located at the north and south towers and the interior double doors inside the loading dock. The doors open by placing a proximity card over the keypad. Anyone who does not have a proximity card and needs access to Harmon Hall can be let in the building with a proper Department of Defense (DoD) identification card.

2.1.1. Harmon Hall entrances, including the loading dock, will remain locked or guarded at all times. They will not be blocked open and unattended at any time.

2.1.2. In the event of elevated security, access may require door guards. If so, each directorate will be tasked by the facility antiterrorism (AT) representative to provide door guards, on a rotating basis, until the security level returns to a level no longer requiring posted guards.

2.1.2.1. Each directorate will provide a Point-of-Contact (POC) for the HQ Staff antiterrorism (AT) representative. The POC will be responsible for providing a door guard from within their respective directorate when required. The POC will ensure rapid response to AT requirements and the accurate and timely transfer of information in cases of increased security measures or other emergencies.

2.1.3. Visitors without Harmon Hall access badges must be escorted at all times by the hosting organization. Temporary access badges may be issued for up to 30 days from the Vandenberg Hall or Sijan Hall entry control points. POC: 333-0577, 333-0576.

2.1.4. Two-tier proximity card system may be initiated during increased threats or as a Random Antiterrorism Measure (RAM). During these periods, use the proximity card readers as normal and enter your specific 4-digit personal identification number to access the doors.

2.2. Organization Keys. Harmon Hall organizational key custodians must monitor organization keys. They will request keys from the facility manager for issue to authorized personnel within their organization.

2.2.1. Keys to Harmon Hall or any other government facility shall not be duplicated.

2.2.2. If additional or replacement keys are needed, the organizational key custodian will contact the facility manager and the facility manager will complete an AF Form 332,

Base Civil Engineer Work Request. If a lost or stolen key creates the need to change door locks, the individual responsible may be held liable for that expense.

2.2.3. All keys will be signed out by the recipient using the AF Form 1297, *Temporary Issue Receipt*, so that the organizational key custodian maintains full accountability for each unit. Reassigned individuals will return their key to their unit organizational key custodian who, in turn, will reissue the key to other organizational personnel or return the key to the facility manager. Organizational key custodians will keep a log to account for all keys and complete a semiannual inventory to ensure accountability for all keys issued. The results of the inventory will be forwarded to the facility manager.

2.3. **Cleaning and Custodial Service.** The contracted cleaning service will clean each office on a regular basis as per the statement of work identified in the contract. In the event of an emergency, they can be contacted at base extension 333-3053.

2.4. **Maintenance and/or Repairs.**

2.4.1. Report all observed safety deficiencies immediately to supervisors and building managers. If deemed necessary, contact USAFA Safety at 333-3205 for further assistance.

2.4.2. Anyone can report building problems to the primary and alternate facility managers. The facility managers will, in turn, contact the 10th Civil Engineer Squadron (10 CES) at 333-2790. Facility managers will complete an AF Form 332, *Base Civil Engineer Work Request* or AF Form 1219, *BCE Multi-Craft Job Order* to document the work being requested.

2.4.3. Do not tamper with, alter, replace, relocate, or repair electrical or mechanical equipment.

2.4.4. Organizations will replace expired light bulbs in their respective offices where ceilings are 10 feet or lower. The 10th Civil Engineer Squadron (10 CES) is responsible for lights where ceilings are higher than 10 feet. If lights do not work properly after the bulb replacement, contact the facility manager. The 10 CES will replace older-style light bulbs with more efficient bulbs.

2.5. **Smoking Areas.** In accordance with Air Force Instruction (AFI) 40-102, *Tobacco Use in the Air Force*, designated smoking areas must be located away from the main entrance. The Harmon Hall smoking area is located in the air garden grass area located outside the ground-level walkway connecting Arnold Hall to Harmon Hall. Smoking is not permitted at any other location near Harmon Hall. Smokers will stay within the immediate area of the butt can and will extinguish all smoking materials before leaving the area.

2.6. **Harmon Hall Parking Lots.** In accordance with Department of Justice guidelines (Title 28, Part 36, Appendix A) handicapped parking spaces will be identified. Parking in the upper lot is open to employees and visitors. Parking in and access to the lower lot will be based on need and force protection considerations. The HQ USAFA/CV will determine access to Charlie 3. The HQ USAFA/CV manages all reserved parking spaces. Reserved spaces will be distributed as follows:

2.6.1. Each Mission Partner, Director, and Agency Head (housed in Harmon Hall), along with Quarterly Award winners will have designated spaces.

2.6.2. In addition, Harmon Hall organizations will be assigned a limited number of additional spaces. Organizations will control assignment of those slots.

2.6.3. Open parking is permitted in any space that is not designated as reserved, and may be accessed through the C-1 security checkpoint near the cadet gymnasium tennis courts if C-3 is not authorized. The Harmon Hall facility manager will maintain a current copy of the lower lot map of assigned and unassigned parking spaces.

2.6.4. The Vice Superintendent will appoint traffic wardens to monitor parking in both the lower and upper Harmon Hall lots. Traffic wardens will check upper lot for cadet cars, which are prohibited. Traffic wardens will issue citations when violations are reported or observed. Training for traffic wardens can be obtained by contacting Security Forces S5 section at 333-2005.

2.6.5. A Proximity badge and Cadet Area parking sticker are required to gain access to the Harmon Hall lower lot, as well as other cadet area parking. Open parking is permitted in any spaces that are not designated as reserved. Proximity badges are issued by the contractor at both the Pass and Registration Center located northeast of the South Gate and Fairchild Hall, Room 2J7. Call 333-0084 to verify requirements for receiving a badge. Cadet parking stickers are only issued from the Pass and Registration Center.

2.6.6. When the Force Protection Condition (FPCON) increases to Charlie or Delta for extended periods, access to the Harmon Hall lower lot may be restricted and occupants may have to park in the upper parking lot.

2.6.7. Overnight parking is only permitted for USAFA registered vehicles. Visitor and cadet vehicles may be cited and/or towed at the owner's expense. Personnel assigned to Harmon Hall and going TDY on orders may park their properly registered vehicle on back row (on the west, northwest side), after coordinating with the facility manager, for long-term parking.

3. Emergency Events. Occupants should become familiar with evacuation and reporting procedures for fire, bomb threat response, and disaster protection as periodically publicized by the facility manager and outlined in USAFA Plan 31-1, USAFA Plan 10-2, and the Shelter-in-Place (SIP) guide. Prior to any emergency event, unit directors should establish a specific evacuation area to accommodate their personnel. This should be well publicized and practiced with all unit personnel semiannually. Each unit director is responsible for their area and safety of their personnel. Reference the SIP guide for specific requirements for area selection and guidance for preparation of a SIP kit.

3.1. Emergency Notification. Emergency notification is the responsibility of the first person to become aware of the emergency. The individual must dial 911 and then the USAFA Command Center at 333-2633. The Command Center Staff, in coordination with HQ USAFA/DSE will make announcement over the Harmon Hall public address system as the primary means of emergency notification, coupled with an electronic mail notification sent to the Harmon Hall_All group mail box. Command Center notifications will include the nature of the threat and evacuation routes to take (or avoid), as applicable. The Command Center will then call HQ USAFA/DSE to verify the announcement was heard and e-mail received. The HQ USAFA/DSE runners are the secondary means of notification. Runners will alert each Harmon Hall office of the emergency and the directed evacuation route if

different than what is identified in paragraph 3.3. below. Facility managers will assist when available.

3.2. Accountability. Each directorate is responsible to maintain full accountability for all assigned personnel and visitors in their directorate throughout any emergency or evacuation. Members and visitors are not authorized to report to vehicles during an evacuation.

3.3. Evacuation.

3.3.1. There is one evacuation plan for Harmon Hall. This plan is used for all evacuation requirements: fire, bomb threat, etc. All personnel assigned to Harmon Hall must be familiar with the plan. (See Attachment 2)

3.3.2. An evacuation order will direct personnel to Evacuate Harmon Hall. Evacuees will use the primary rally point unless specifically directed to the alternate rally point. Evacuees may be redirected to the alternate rally point during an evacuation or on arrival to the Cadet Area. All personnel assigned to Harmon Hall must be familiar with the rally points. (See Attachment 2)

3.3.3. The primary rally point is inside Vandenberg Hall. From the Cadet Area, enter Vandenberg Hall through the two closest stairwells to Harmon Hall (stairwells 11 and 13); proceed downstairs to the first subterrazzo hallway. Turn right and proceed to the easternmost end of the hallway and hold. Assemble by directorate; the senior ranking officer will consider use of Squadron Area Rooms (TV Rooms). (See Attachment 2)

3.3.4. The alternate rally point is inside the McDermott Library, adjacent to Fairchild Hall. Assemble by directorate. (See Attachment 2)

3.3.5. Following any evacuation, each directorate will take role on arrival to the designated rally point. Numbers to be collected are: number assigned and number accounted for. The senior ranking member of each directorate will report role call results to HQ USAFA/DSE representatives at the rally point. Upon arrival at the designated rally point, HQ USAFA/DSE representatives will notify the USAFA Command Center at 333-2633 of accountability numbers and continue to provide reports every 15 minutes until 100 percent accountability is attained.

3.4. Evacuation Routes. Personnel will take the most direct route exiting Harmon Hall to the designated rally point. In the event of Cadet Area proximity gate lock failure preventing access to the Cadet Area during evacuation from Harmon Hall, pedestrian gate master keys have been signed-out, 1 each, to the following personnel: primary facility manager, alternate facility manager, the facility ATO, and the USAFA DSE Superintendent. Each key fits all the pedestrian gate locks. Once gates are opened, key holders should hold the gates open until all evacuees have entered the Cadet Area and then ensure the gate is secured before reporting to the rally point. **Note:** Keys may only be transferred in-person at the 10 CES Customer Service Desk via hand receipt. Key holders must maintain 100 percent accountability of their keys; in the event of key loss, the loss must be reported to the 10 SFS Operations Superintendent immediately.

3.4.1. The USAFA Command Center personnel will follow USAFA Command Center Operating Instruction 31-101, for evacuation guidance. In the event the USAFA

Command Center does evacuate, the phone lines will be forwarded, so the contact numbers will remain the same.

3.5. Facility Shelter and Evacuation.

3.5.1. All fires, smoke, or strong unusual odors will be reported immediately to the USAF Academy Fire Department by calling 911 and then calling the USAFA Command Center at 333-2633. When a fire is discovered, personnel will activate the building fire alarm system, report by calling 911, close all doors, and evacuate the building to either the primary or alternate rally point, as directed. Do not use elevators to evacuate. Do not re-enter the building until directed by the fire department. The reporting party should wait near the entry control point/proxy gate on the west side of Harmon Hall to brief the responding fire department personnel of the situation/emergency. (See Attachment 2)

3.5.2. When directed to “shelter-in-place,” (SIP) Harmon Hall occupants will ensure all personnel in their immediate area are notified and then proceed to the designated shelter areas identified below. Remain in the shelter until notified by USAFA Fire and Emergency Services, Security Forces, or other command authority.

3.5.2.1. Hazardous material (HAZMAT) emergency “shelter-in-place.” Most hazardous material that could be released into the environment is heavier than air and therefore will settle in low lying areas. Threatened personnel should move to elevated areas above the contaminated atmosphere. Harmon Hall occupants will ensure all personnel in their immediate area are notified and then proceed to the uppermost floors and utilize internal rooms and hallways away from windows as primary shelter-in-place locations.

3.5.2.2. Natural disaster “shelter-in-place.” The primary natural disaster threat at USAFA is a tornado. Personnel directed to SIP for a tornado should seek shelter in an interior room on a lower floor of their facility. Harmon Hall occupants will ensure all personnel in their immediate area are notified and then proceed to an interior office or room away from windows.

3.5.3. When facility evacuation is necessary, Harmon Hall occupants will proceed to the primary evacuation rally point, unless directed otherwise. In all cases, occupants will remain at the evacuation point until dismissed by the senior ranking officer. (See Attachment 2).

3.5.4. If a bomb threat is received, call 911, but do not activate the fire alarm. Have another staff member call the USAFA Command Center at 333-2633. Refer to Threat Response Plan Checklist, Attachment 3, for specific guidance. Evacuate the building and unless directed otherwise, proceed in an orderly fashion to the primary evacuation rally point. Do not re-enter the facility until directed by 10th Security Forces Squadron (10 SFS). If this threat is received by phone, the person who receives the call must use the AF Form 440, *Bomb Threat Aid*, to record call information. This person should take the card with them when they evacuate and contact the first Security Forces member they encounter. (See Attachment 3)

4. Reporting Incidents.

4.1. **Reporting Theft.** Any individual who believes a theft has occurred will immediately notify the 10th Security Forces Control Center (10 SFS/SFCC) phone number 333-2000/2001/2003 for routine reporting or 911 for emergencies.

4.2. **Reporting Suspicious Package and/or Substance.** Any individual who finds a suspicious package or substance should evacuate personnel and secure the immediate area. Notify Security Forces by calling 333-2000/2001/2003 for routine reporting or 911 for emergencies and the USAFA Command Center, 333-2633.

TAMARA L. RANK, Colonel, USAF
Vice Superintendent

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 40-102, *Tobacco Use in the Air Force*, 3 June 2002
AFMAN 33-363, *Management of Records*, 1 March 2008
AFPD 31-1, *Integrated Defense*, 7 July 2007

Adopted Forms

AF Form 332, *Base Civil Engineer Work Request*
AF Form 440, *Bomb Threat Aid*
AF Form 847, *Recommendation for Change of Publication*
AF Form 1219, *BCE Multi-Craft Job Order*
AF Form 1297, *Temporary Issue Receipt*

Abbreviations and Acronyms

AF—Air Force
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
ANG—Air National Guard
AT—Antiterrorism
DoD—Department of Defense
FPCON—Force Protection Condition
HAZMAT—Hazardous Material
OPR—Office of Primary Responsibility
POC—Point of Contact
RAM—Random Antiterrorism Measure
RDS—Records Disposition Schedule
SIP—Shelter in Place
USAF A—United States Air Force Academy

Attachment 2

HARMON HALL EVACUATION NOTIFICATION / MAP

A2.1. Threat/Fire information is passed to 911 THEN to USAFA Command Center, 333-2633.

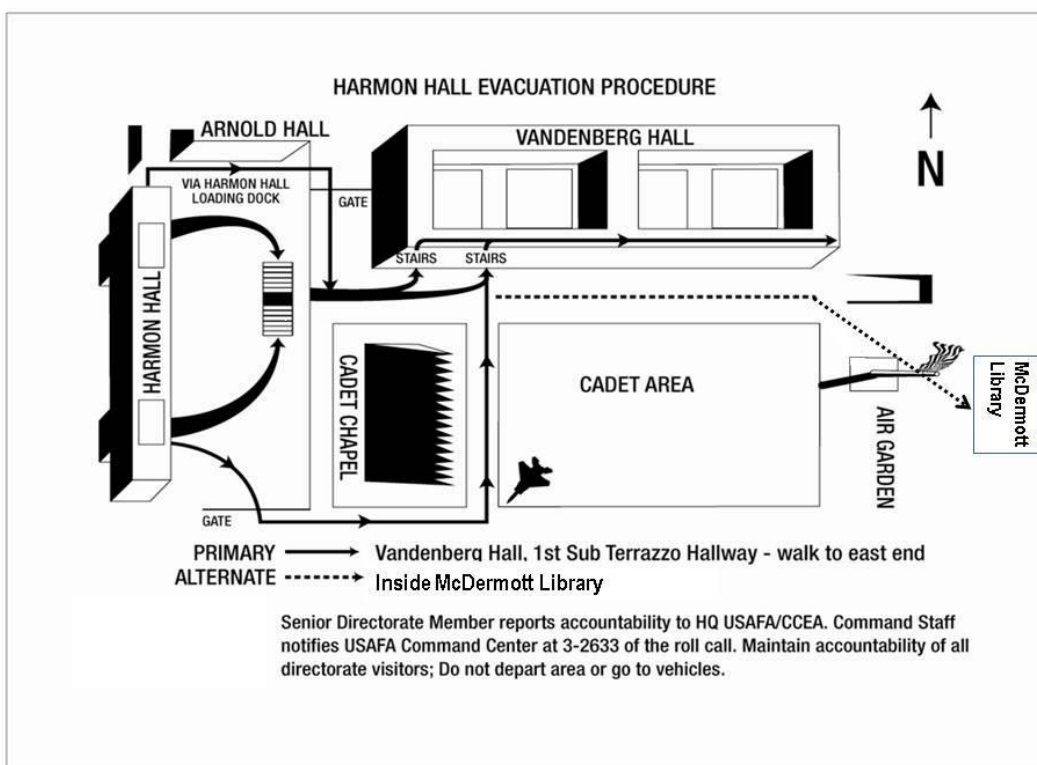
A2.2. The USAFA Command Center directs evacuation over Harmon Hall Public Address System.

A2.3. The USAFA Command Center directs evacuation via e-mail to HARMON HALL_ALL group.

A2.4. HQ USAFA/DSE sends runners to verbally alert entire facility after first Command Center Alert.

A2.5. Once notified, all Harmon Hall staff and visitors follow procedures noted below:

Figure A2.1. Harmon Hall Evacuation Procedure.



Attachment 3

THREAT RESPONSE PLAN CHECKLIST

Figure A3.1. Threat Response Plan Checklist.

<u>THREAT RESPONSE PLAN CHECKLIST</u>	Complete	
Telephone Bomb Threat:		
Remain calm - use AF Form 440, Bomb Threat Aid to document the call.		
The individual receiving the threat will hold up the bomb threat card; this allows the call to be monitored by more than one person, and enables another individual to notify management and security.		
After the threat has been made and the caller hangs up, the following steps need to take place:		
Pick up the same line the threat came in and dial *57 (this marks the previous number to help with the trace). You'll hear two quick tones and the line automatically disconnects.		
Call security forces, 911 or 333-2000/2001 to report the threat. DO NOT USE a phone near the location of suspicious object, if known. DO NOT USE cell phone inside building.		
After evaluating the credibility of the threat, the incident commander will decide whether to take no action, perform a search, or initiate a partial or complete evacuation.		
Written Bomb Threat:		
Call security forces, 911 or 333-2000/2001 to report the threat and its location.		
Avoid unnecessary handling and protect document after it has been determined to be a threat.		
After evaluating the credibility of the threat, the incident commander will decide whether to take no action, perform a search, or initiate a partial or complete evacuation.		
Suspicious Package/Letter/Unattended Items		
Do not accept a suspicious package/letter.		
Do not handle a package/letter/unattended item.		
Do not smoke in the vicinity of the object.		
Do not change the facility's environment: leave lights on if they were on, or leave them off if they were off. Do not use electrical devices (radios, cell phones, fire alarms, etc.).		
Call security forces, 911 or 333-2000/2001 to report the object.		
Notify chain of command and facility occupants of object and its location.		
Identify the danger area and block it off with a clear zone of at least 500', including floors above and below the object.		
After evaluating the credibility of the threat, the incident commander will determine whether to evacuate the facility. Before you leave, remember all the details (appearance, location, etc.) about the object to inform Security Forces personnel.		
After Notification or Identification, but Before Evacuation:		
Occupants perform a quick search of workspace. If suspicious objects are noticed, DO NOT TOUCH, refer to suspicious objects checklist.		
Do not change the facility's environment: leave lights on if they were on, or leave them off if they were off. Do not use electrical devices (radios, cell phones, fire alarms, etc.).		
If possible, take your personal items such as briefcases, backpacks, and handbags with you because it eliminates objects for search teams to consider.		
Evacuation:		
Evacuate the facility per facility evacuation plan or as instructed by the incident commander. (alternate evacuation points between threats, do not go to the same location each time).		
Proceed to assembly points designated on evacuation plan, at least 500' from facility.		
Ensure the evacuation point is free from objects (cars, trash containers, etc.) in case a secondary device has been placed or hidden.		
Personnel who received the threat or identified the suspicious object need to meet with Security Forces personnel on the scene and provide as much detailed information as possible. The more information the better.		
White Powdery Substance:		
Do not shake or empty the contents from package or envelope.		
If already spilled do not try to clean it up.		
Place package or envelope in a plastic bag or some type of container to prevent it from leaking.		
If a container or plastic bag is not available, COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.		
Leave the room and secure the door or section off the area to prevent others from entering but do not evacuate the building until instructed to do so by the incident commander. Room may become a crime scene.		
Contact security forces, 911 or 333-2000/2001 to report the incident.		
Wash hands with soap and water to prevent spreading powder.		
Shut off HVAC system if facility has emergency shut down switch.		